

2017 Event Menus





WELCOME TO A REFRESHING APPROACH TO EVENTS

Whether you're planning a business meeting, family reunion or wedding rehearsal, having plenty of options and personalized attention can turn any occasion from special to spectacular. With our dedicated hospitality team standing by, we'll help you discover new ideas, provide on-site services, and make planning your event easier. From flexible meeting spaces, tasty and innovative catering, and audiovisual services, our expert staff can provide anything your event needs.

We look forward to planning something together soon.

The Courtyard® Events Team

BREAKFAST



Day Meeting Package

Continental Breakfast,
Mid-Morning Break, Buffet Lunch , Afternoon
Break.
Audio Visual to include; LCD Projector, Screen, AV
Cart, and Cords
Meeting Room
Wireless Internet
99

Half Day Meeting Package

Continental Breakfast/Mid- Morning Break or
Deli Lunch/Afternoon Break
Meeting Room
Wireless Internet
60

**All Packages are a minimum of 25
attendees**

BREAKFAST



Continental

Seasonal Fruit, Breakfast Breads, Assorted Muffins,
Fruit Preserves and Butter

19

Start Healthy

Sliced Seasonal Fruit, Hard Boiled Eggs,
Bagels and Cream Cheese, Yogurt Parfait,
Bananas,
Fruit Preserves and Butter

21

Deluxe Continental

Sliced Seasonal Fruit, Assorted Yogurt,
Bagels and Cream Cheese, Traditional Breakfast
Breads, Sausage egg & cheese Biscuits, Fruit
Preserves and Butter

23

**Our Continental/Start Healthy Breakfast
Includes: Orange and Cranberry Juice,
Freshly Brewed Regular, Decaffeinated
Coffee and Assorted Tazo Teas**

BREAKFAST



Deluxe Breakfast Buffet

Assorted Fresh Cut Fruit, Muffins and Breakfast Breads, Egg, Mushroom and Cheese Quiche, Obrien Potatoes, Sausage Biscuits, Cheddar Cheese Grits

25

Prime Breakfast Buffet

Assorted Fresh Cut Fruit, Muffins and Breakfast Breads, French Toast served with Warm Syrup, Sausage Egg and Cheese Biscuits, Oatmeal served with Brown Sugar Walnuts and Cranberries,

Spinach and Parmesan Cheese Egg White Frittata
28

Our Breakfast buffet Includes: Orange and Cranberry Juice, Freshly Brewed Regular, Decaffeinated Coffee and Assorted Tazo Teas

BREAKFAST



All -American

Scrambled Eggs,
Choice of
Applewood Smoked Bacon, Pork Sausage or
Chicken Apple Sausage,
Breakfast Potatoes, Grits

26

Enhancements- Priced Per Person

Smoked Salmon w/ cream cheese, Boiled Eggs, Red onions and Capers 8,
Omelet Station 10 (Chef Attendant Required),
Stone Ground Grits 4,
Oatmeal 4,
Yogurt Parfaits 3,
Cold Cereals 2 Cinnamon Rolls 24 per dozen,
Assorted Donuts- 24 per dozen,
Assorted Yogurt 2, Sausage Gravy Biscuits 4 , Waffle 5,
Chicken & Waffle w/ Honey Pecan Glaze 8

Our Breakfast buffet Includes: Seasonal Sliced Fruit, Breakfast Breads, Orange and Cranberry Juice, Freshly Brewed Regular, Decaffeinated Coffee and Assorted Tazo Teas

BREAKFAST



A La Carte

Hot Pretzels w/ Mustard & Cheese 35 per Dozen,
Freshly Baked Cookies 35 per Dozen,
Chocolate Dipped Strawberries 35 per Dozen,
Lemon Bars 35 per Dozen,
Assorted Power Bars 5 each
Granola & Nutri-grain Bars 3 each,
Individual Bags of Chips/Pretzels 3 each,
Whole Seasonal Fruit 3 each,
Breakfast Martini 4 each,
*Kind Bars 4 each
*Lara Bar 4 each

Beverages

Bottled Waters 3,
Asst. Soft Drinks 3,
Individual Bottled Juices 4,
Amp Energy Drinks 4,
Starbucks Double Shots 4,
Individual Bottled Smoothies 4,
Fruit Punch, Iced Tea, Sweet tea, Lemonade, or
Arnold Palmer 35 per Gallon,
Freshly Brewed Starbucks Regular/ Decaffeinated
Coffee 55 per gallon,
Freshly Brewed Regular & Decaffeinated Coffee 48
per gallon
Assorted Tazo Teas 42 per gallon

BREAKS



South of The Border

Build Your Own Nachos to include: Sour Cream, Cheese Sauce, jalapenos and Pico de Gallo, Cinnamon and Sugar Churros , Assorted Soft Drinks, Bottled Water, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

16

Dips, Dips, Dips

Pimento Cheese Spread, Lemon Garlic Chick pea Hummus and Black Eye Pea Hummus Served with Pita Chips, Crisp Flat Bread, Carrot and Celery Sticks, Assorted Soft Drinks, and Bottled Water, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

14

Fit for You

Sliced Fresh Fruit, Bananas, Yogurt Parfait, Healthy Bars, Smoothies, Assorted Juices, Bottled Water, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

18

Beverage Break

All day beverages for up to 8 hours to include: Assorted Soft Drinks, Bottled Waters, Freshly Brewed Regular & Decaffeinated Coffee and Tazo Teas

16

BREAKS



Take Me Out To The Park

Soft Pretzels, Fresh Popped Corn, Shelled Peanuts and M&M's, Mini Corn Dogs, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

16

Starbucks Break

Tiramisu, Assorted Biscotti, Whole Fruit, Gourmet Coffee Toppings to include; Whipped Cream, Chocolate Shavings, Vanilla & Caramel Syrups, Assorted Soft Drinks, Bottled Water, Freshly Brewed Starbucks Regular & Decaffeinated Coffee, and Assorted Tazo Teas

19

Decatur Bakeshop

Fresh Baked Chocolate Chip, Oatmeal Raisin and Peanut Butter Cookies, Vanilla, Chocolate and Red Velvet Cupcakes, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

16

Breaks are designed for 45 minutes of service and a minimum of 10 people, there will be a \$25

LUNCH



Build Your Own Deli Lunch

Mixed Greens served with Ranch and Red Wine Vinaigrette
Accompanied with Grape Tomatoes and Cucumbers,
Choice of Tuna Salad, Pasta or Chicken Salad,
Sliced Deli Meats: Roast Turkey Breast, Roasted Beef and Smoked Ham,
Sliced Cheeses: Cheddar, Swiss, Havarti and American,
Relish Tray: Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Garlic Dill Pickles,
Queen Stuffed Olives,
Soup of the Day, Assorted Chips,
Assorted Cookies and Brownies, Assorted Breads, Rolls, Mayo, and Whole Grain Mustard

27

Our Lunches Includes: Iced Tea, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

LUNCH



Custom Deli Sandwich Shop

Tossed mixed field green salad with Balsamic Vinaigrette and Creamy Ranch Dressing, Pasta Salad, Dill Pickle Spears, Soup of the Day, Vanilla & Chocolate Cupcakes, and Variety of Chips

Pick Any 3 Choices

Oven Roasted Beef, Lettuce, Tomato, Smoked Gouda Cheese, Grainy Mustard on a Onion Bun

Oven Roasted Turkey, Lettuce, Tomato, Baby Swiss, Mango Chutney on a Sourdough Baguette

Our Lunch Buffets Includes: Iced Tea, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

Continued...

Grilled Marinated Vegetables, Boursin Cheese, Sundried Tomato Spread on a Specialty Tortilla Wrap

Smoked Ham, Lettuce, Tomato, Sharp Cheddar on an Onion Roll

Chicken Salad, Lettuce, Tomato on a Croissant,

Tuna Salad, Mixed Greens, Sliced Tomato on brioche Roll

Grilled Chicken, Aged Cheddar Cheese, Arugula, Sliced Tomato served with Basil Mayonnaise

Roasted Portobello Mushrooms, Onions, Baby Heirloom Tomatoes in a Bibb Lettuce Cup
30

LUNCH



Taste of The South BBQ

Seasonal Field Greens with Balsamic and Ranch Dressing, Coleslaw, House Smoked Pulled BBQ Pork, Southern Fried Chicken, Roasted Red Potatoes, Corn on the Cob, Sliced Buns and Rolls, Pecan Pie, Banana Pudding

35

The Tuscan

Classic Caesar Salad, Pasta Salad, Chicken Marsala, Meatballs Marinara, Grilled Italian Sausage with Onions and Peppers Herb Pasta, Asparagus and Roasted Tomatoes, Garlic Bread Sticks, Tiramisu, Cannoli s

35

Our Lunch Buffet includes: Iced tea, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

All Lunch buffet selections are a minimum of 25 guests, an additional \$75 will apply if minimum is not met.

LUNCH



The Southwestern

Seasonal Field Greens, Shaved Carrots,
Tomatoes, Cilantro Lime Vinaigrette
Black Bean Corn Salad,
Chicken Fajitas,
Grilled Steak w/ onions and peppers,
Black Bean Stew, Spanish Rice,
Flour Tortillas and Chips,
Assorted Toppings: Sour cream,
Diced Tomatoes, Lettuce, Cheddar Cheese,
Guacamole and Salsa,
Churros and Key Lime Pie

35

**Our Lunch Buffet Includes: Ice Tea,
Freshly Brewed Regular & Decaffeinated
Coffee, and Assorted Tazo Teas**

Decatur Square

Seasonal Field Greens with Balsamic and Ranch
Dressing,
Cucumber and Tomato Salad, Roasted Chicken
with Garlic Herb Sauce,
Baked Salmon with Lemon Dill Cream Sauce,
Creamy Red Bliss Mashed Potatoes, Green Beans
with Sweet Onions, Assorted Fresh Baked Rolls,
Peach Cobbler, Strawberry Shortcake

38

**All buffet selections are a minimum of 25
guests, an additional \$75 will apply if
minimum is not met.**

LUNCH



Chicken Marsala with Herb Mushroom Sauce

33



Boneless Southern Fried Chicken with 3 Cheese Mac & Cheese, Seasoned Greens and Corn Bread Muffins

32

Stuffed Chicken with Spinach and Herb Cheese

34

All plated lunches include mixed field green salad, assorted rolls and butter, Chef's selection of starch, vegetable, dessert, Ice Tea, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

LUNCH



Grilled Salmon with Lemon Butter Sauce

34

Chilled Chicken Caesar Salad

Grilled Chicken Breast on Romaine with Herb Crotons, Roasted Tomatoes, Shaved Parmigiano-Reggiano and Classic Caesar Dressing.

Add: Grilled Salmon | 32
Marinated Shrimp | 35

28

All plated lunches include mixed field green salad, assorted rolls and butter, Chef's selection of starch, vegetable, dessert, Ice Tea, Freshly Brewed Regular & Decaffeinated Coffee, and assorted Tazo Teas

LUNCH



Box Lunch Selections

Turkey Club Wrap with Swiss Cheese, Lettuce, Tomato and Bacon,
Honey Baked Ham and Aged Cheddar Cheese on a Kaiser Roll with Lettuce and Tomato,
Classic Chicken Caesar Wrap,
Roast Beef and Swiss Cheese on a Hoagie Bun with Lettuce and tomato

All Boxed Lunches Include: Potato Chips, Whole Fruit, Condiments, Cookie, and Assorted Soft Drinks

25

DINNER



Market Square

Mixed Field Green Salad served with Balsamic Vinaigrette and Creamy Ranch, Tomato, Basil and Fresh Mozzarella with Extra Virgin Olive Oil and Balsamic Vinegar,
Grilled Antipasto Display, Sliced Beef with Cognac Mushroom Sauce, Stuffed Chicken with Herb Cheese, Fresh Spinach and Buerre Blanc Sauce, Grilled Salmon topped with a Lemon Pepper Sauce, Seasonal Vegetables, Garlic Mashed Potatoes, Assorted Breads, Rolls & Garlic Cheese Biscuits, Pecan Pie, Cheese Cake

47

Our Dinner Buffets Includes Iced Tea, Freshly Brewed Regular & Decaffeinated Coffee, and Assorted Tazo Teas

Taste of Decatur

Mixed Field Green Salad served with Balsamic Vinaigrette and Creamy Ranch,
Grilled or Fried Chicken,
Pulled BBQ Pork,
Fried Catfish with
Hush Puppies, Garlic Mashed Potatoes, Seasonal Vegetables,
Corn Bread Muffins and Garlic Cheddar Biscuits,
Chef Selection of Dessert

51

DINNER



Taste of Tuscany

Classic Caesar Salad,
Cheese Tortellini with pesto , Vinaigrette Tomato,
Basil and fresh mozzarella with Extra
Virgin Olive Oil and Balsamic Vinegar, Beef or
Vegetable Lasagna,
Grilled Italian Sausage with Onions and Peppers,
Chicken Parmesan,
Seasonal Vegetables, Roasted Potatoes, Garlic
Bread, Tiramisu

43

The American

Field Greens with Tomatoes, Shredded Carrots,
Sliced Cucumbers with Honey Mustard and Herbed
Ranch Dressings, Red Potato Salad
Fire Roasted Vegetables
Baked Macaroni & Cheese, Mashed Potatoes, and
Roasted Corn with Sweet Peppers
Rib Tips
Jumbo Shrimp with Roasted Peppers and Onions
Blackberry Barbecue Chicken Breast
Assorted Rolls & Corn Bread
Cherry Cobbler with Vanilla Ice Cream, Carrot
Cake, and Chocolate Kahlua Mousse

49

Courtyard® Courtyard Atlanta Decatur Downtown/Emory
130 Clairemont Avenue, Decatur, GA 30030
T 404-371-0204 | courtyarddecatur.com

The Georgian

Traditional Tossed Salad with
Roasted Garlic Vinaigrette and Ranch Dressing,
Macaroni Pasta Salad,
Herb Rubbed Top Round with Rosemary Demi,
Stuffed Salmon with Citrus Beurre
Blanc,
Stuffed Chicken Saltimbocca with Garlic Cream
Sauce,
Spinach and Parmesan Risotto ,Broccoli and Glazed
Carrots, Fresh Baked Dinner Rolls,
Traditional Sweet Potato Pie and Red Velvet Cake

55

**Our Dinner Buffets Includes Assorted
Rolls, Iced Tea, Freshly Brewed Regular
& Decaffeinated Coffee, and Assorted
Tazo Teas. Buffets require a minimum of
25 guests; additional \$75.00 will apply if
minimum is not met**

DINNER



Marinated Pork Chops

Served with Apple Cider Demi-Glace, Sweet Potato Mash, and Green Beans

38



Herb Roasted Chicken

36

Herb Crusted Chicken Breast

Served with Red Skin Mashed Potatoes and Saut ed Green Beans, Herb Apple Chutney

36

All plated dinners served with salad, Chef's selection of starch, vegetable, dessert, along with rolls, Ice Tea and Freshly Brewed Regular & Decaffeinated Coffee.

DINNER



Vegetable Ravioli

Served with Roasted Mushroom Sauce

33



Rum Brown Sugar Glazed Salmon

Served with Cranberry Pecan Wild Rice Pilaf, Sautéed Spinach and Bermuda Onions

41

All plated dinners served with salad, Chef's selection of starch, vegetable, dessert, along with rolls, Ice Tea and Freshly Brewed Regular & Decaffeinated Coffee.

DINNER



Ribeye with Herb Butter Au Jus

45



Stuffed Breast of Chicken with Spinach and Boursin Cheese & Roasted Salmon with Citrus Sauce

Accompanied by Roasted Potatoes & Seasonal Mixed Vegetables.

52

Grilled Filet with Demi Glaze & Crab Cake

Served with Mashed Potatoes, Seasonal Vegetables

56

All dinners served with salad, Chef's selection of starch, vegetable, dessert, along with rolls, Ice Tea, and Freshly Brewed Regular & Decaffeinated Coffee.

RECEPTION



Fresh Vegetable Crudit

Select Crisp Seasonal Vegetables with two sauces for dipping
6 per person

Rainbow of Fresh Fruit

Display of Sliced Seasonal Fruits, Melons, and Berries accompanied by Honey Yogurt Dressing
7 per person

International Display of Cheese

Domestic and Imported Cheese accompanied by French Bread and Gourmet Crackers
8 per person

Oasis Tray

An Assortment of Cheese accompanied by Fresh Sliced Fruits
10 per person

RECEPTION



Side of Smoked Salmon

Served with Capers, Bermuda Onions, Cream Cheese, Lemon and Rye Bread
9 Per Person

Anti-Pasta Display

Herb Marinated Fresh Zucchini, Yellow Squash, Asparagus, Vidalia Onions, Roasted Bell Peppers, Portobello Mushrooms with Domestic and International Cheeses served with Pita Chips and Crackers
6 Per Person

Hot Selections

Mini Egg Rolls with Sweet and Sour Sauce 85,
Bacon Wrapped Scallops 125, Assorted Miniature Quiche 75,
Beef Kabob Teriyaki 95,
Crab Filled Mushroom Caps with Creole Mustard Sauce 95,
Sesame Chicken Tenders with Plum Sauce 85,
Crabmeat Rangoon 95, Barbeque or Teriyaki Riblets 95, Sweet and Sour, Meatballs 75, Chicken Tenders with Honey Mustard Sauce 85
50 pieces per order

Hot Selections Continued...

Swedish Meatballs 75, Spanakopita- Spinach and Feta filled Phyllo Pastry 75, Mini Crab Cakes with Cajun Mayonnaise 125, Coconut Chicken Tenders with Spicy Pepper Sauce 85, Mushroom Caps with Spinach and Cheese Stuffing 75, Mini Cocktail Franks in a Blanket served with Barbeque Sauce 65, Chicken Quesadillas 80, Spinach and Artichoke Dip served with Baguettes and Crackers 85, Brie Cheese En Crouete served with Crackers and fruit 95
50 pieces per order

RECEPTION



Cold Selections

Deviled Eggs 65,
Assorted Finger Sandwiches 75,
Smoked Salmon with Capers, Dill Cream Cheese on
Rye bread points 105,
Melon Cubes wrapped in Prosciutto Ham 85, Grilled
Asparagus wrapped in Prosciutto Ham 85,
Assorted Fresh Canapes 100,
Salami Coronet filled with Boursin Cheese 95, Iced
Snow Crabs Claws- At Market Price, Iced Shrimp
with Cocktail - At Market Price
50 pieces per order

Dessert and Coffee

An Assortment of Petite Pastries and Confections,
Display of Fresh Fruit with Chocolate Fondue
Accompanied By Powder Sugar, Freshly Brewed
Regular and Decaffeinated Coffees with Whipped
Cream, Shaved Chocolate and Cinnamon Sticks
18 Per Person

RECEPTION



From the Carving Board

Strip Loin (Beef)

Served with Horseradish Cream Sauce, Grain Mustard, Roasted Red Pepper Mayonnaise and Rolls
325

Roast Breast of Turkey

Served with Cranberry Sauce, Peach Chutney, and Miniature Rolls
275

Spiral Ham

Served with Honey Glaze and Rolls
250

RECEPTION



From the Carving Board Continued..

Prime Rib

Served with Demi-Glace, Grain Mustard, and
Miniature Rolls
350

Carving Fee of \$100 per Chef/Attendant

RECEPTION



Pasta Bar

Your Choice of Two Pastas: Tricolored Tortellini, Fettuccini, Penne and Cheese Ravioli, Rigatoni

Your Choice of Two Sauces Alfredo, Marinara, Pesto, Vodka and Blue Cheese Cream

Accompanied By:
Chicken, Shrimp, Julienne Vegetables, Chopped Fresh Herbs and Bread Sticks

18 Per Person

Slider Station

Based on 2 Servings Per Person

Choose 2 Types: Miniature Beef burgers, Fried Chicken Sliders, Pulled BBQ Pork or Pulled BBQ Brisket

Served with Pickles, Shredded Lettuce, Tomatoes, Cheese, Onions, Ketchup and Mustard with Sliced Brioche Rolls

15 per person

Asian Stir Fry Station

Asian Vegetables
With Chicken Or Beef stir fry
White Rice
Stir Fried Rice
Vegetable Spring Rolls
15 per person

**All stations are minimum of 25 guest.
Service for one hour, and \$100
Chef/Attendant fee**

RECEPTION



Non Alcoholic Beverages

Freshly Brewed Regular & Decaffeinated Coffee 48/gallon
Freshly Brewed Starbucks Regular & Decaffeinated Coffee 55/gallon
Selection of Assorted Soft Drinks 3 each
Bottled Water 3 each
Freshly Brewed Ice Tea 35/gallon Fresh Lemonade 35/gallon,
Fruit Punch 28/gallon

Hosted Bars

Individual drinks are available at no charge to invited guests. Charges will be calculated by the number of drinks served. The host is responsible for payment. All prices include mixers. Gratuity and sales tax will be added

All Bars

All bars require a \$250.00 per bar set-up fee. One bar is required to service up to 100 guests. Minimum length of time for any bar is one (1) hour. For smaller groups who want less than one (1) hour of bar time, a cocktail server is available for a fee of \$100.

Cash Bars

Invited guests may purchase drinks from the bar. All prices include mixers. Sales tax is included in these prices. Cash bar is limited to five (5) consecutive hours. A minimum sales amount may be required.

RECEPTION



Cash Bar

Call Brands 8
Premium Brands 9
House Wines 8
Domestic Beer 5.50
Premium Beer 6.50
Soft Drinks 3
Bottled Water 3

Host Bar*

Call Brands 7
Premium Brands 8
House Wines 6
Domestic Beer 5
Premium Beer 6
Soft Drinks 3
Bottle Water 3

***plus 10% tax and 22% service charge**

RECEPTION



Beverage Bar Packages

Call Brands

One Hour 16

Two Hours 22

Three Hours 28

Additional Half Hour 6

Premium Brands

One Hour 21

Two Hours 27

Three Hours 37

Additional Half Hour 7

Beer & Wine

One Hour 14

Two Hours 20

Three Hours 25

Additional Half Hour 5

Per Person

RECEPTION



Domestic Beers

Budweiser, Miller Lite, Sweetwater 420

Premium Beers

Corona Light, Heineken, Blue Moon

Premium Brands

Absolut, Tanqueray, Bacardi Superior, Jack Daniels, Patron Sliver, Dewers White Label, Crown Royal

Call Brands

Smirnoff, Gordon's Gin, Bacardi Superior, Jim Bean White Label, Jose Cuervo Especial, Grant's Family Reserve, Canadian Club

RECEPTION



Call Brands

Bacardi, Jim Bean, Seagrams VO, Cuervo Gold, Beefeaters

House Wine (Sycamore Lane)

Chardonnay
Merlot
Cabernet Sauvignon

White/Blush/Sparkling

Domain St Michelle Sparkling 28
Chancon Brut Sparkling 55
Beringer White Zinfandel 28 Meridian Pinot Grigio 29
Brancott Sauvignon Blanc 32
Clos du Bosi Chardonnay 30 Ferrari-Carano Chardonnay 48

Red

Estancia Pinot Noir 32
La Crema Pinot Nori 42
Clos du Bois Merlot 32
Robert Mondavi Merlot 42
Estancia Cabernet Sauvignon 32 Franciscan Cabernet Sauvignon 42

TECHNOLOGY



ONsite

ONsite is the facility's in-house AV service provider. A full service audio visual rental and staging company.

Audio Visual Packages

Flipchart Standard Package	60.00
Flipchart Adhesive Package	70.00
Ballroom Microphone Package	115.00
Wireless Microphone Package	225.00
Small Sound System	250.00
Large Sound System	475.00
Projector Support Package	145.00
LCD Projector Package	365.00
Ballroom LCD Projector Package	775.00
Uplighting Package (4)	195.00



ADDITIONAL INFORMATION

The Courtyard by Marriott Atlanta Decatur Downtown/Emory is responsible for the quality of the food served to our guests. Due to current health regulations, all food served at the hotel must be prepared by our culinary staff. The sale and service of alcoholic beverages are regulated by the state. As a licensee, this hotel is responsible for the administration of the regulations. It is a policy, therefore, that alcoholic beverages cannot be brought into the hotel from the outside.

Administration Fees

All catering and banquet charges are subject to a 22% service fee and current state sales tax of 7%.

Function Room Assignments

Room assignments are made according to the guaranteed minimum number of people anticipated. Because these attendance figures may vary from the expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendance figures.

Guarantees

A guaranteed attendance figure is required for all meal functions 7 business days prior to the function date and is not subject to reduction. If the sales office is not advised by this time, the estimated figure will automatically become the guarantee.